

## ADVERTISEMENT

### EXECUTIVE OFFICER

Highways and Byways Ltd



- Outstanding Executive role in a 'For Purpose' organisation
- Visionary and engaging leader sought to grow and deliver partnership programs of community support, especially in rural Australia
- On-going position, full time, reporting directly to the Board

### ABOUT US

[Highways and Byways Ltd](#) (H&B Ltd) was founded in 2018 (formerly The John Wallis Foundation which was established in 2010). We support people and communities experiencing hardship and disadvantage, especially in rural Australia.

We do this through an Annual Grants Program and through longer term initiatives in small rural communities where we partner with local organisations. Highways and Byways Ltd is a registered charity with the Australian Charities and Not-for-profits Commission.

Highways and Byways Ltd continues the work of the [Missionary Sisters of Service](#) who are an Australian Catholic Congregation founded by Father John Wallis in 1944 in Tasmania.

Highways and Byways is a national organisation based in Melbourne, Victoria, with volunteer branches in Tasmania, Queensland, and Victoria. We are a small team of one full time position and three part-time positions.

### OUR MISSION

- To reach out in hope and love to people socially and geographically isolated
- To strengthen community relationships and networks
- To develop local leadership
- To empower people to meet the challenges that confront them

### ABOUT THE ROLE

The overall responsibilities of the Executive Officer of Highways and Byways Ltd are to:

- Manage the Office of Highways and Byways Ltd,
- Provide support to the Board and
- Implement the organisation's strategic plan

### EXPERIENCE / KEY SELECTION CRITERIA

Experience in the following areas of activity will be highly regarded:

- Demonstrated leadership capacity, ability to work autonomously, problem solving and strategic thinking skills.
- Management of a small team.
- Developing and maintaining strategic partnerships and managing community relationships.
- Working closely with Board, volunteers, and committees to achieve outcomes
- Fundraising in the not-for-profit sector.

### QUALIFICATIONS

- Tertiary Qualification in a relevant discipline – e.g., Arts / Social Sciences, Philanthropy, Community Welfare / Community Development

**REMUNERATION**

The salary range is \$90,000 - \$100,000

Remuneration includes Superannuation and Salary Packaging – Contact Liz McAloon, EO on email below or 0418 388 606 for further information.

**LOCATION**

The office is located in Box Hill, Melbourne with flexibility for some working from home. Position to commence mid-January 2022.

**FURTHER INFORMATION, A FULL POSITION DESCRIPTION AND HOW TO APPLY -**

<https://highwaysandbyways.org.au/we-are-recruiting/>

**TIMELINE**

Applications addressing the Key Selection Criteria and including a resume to be submitted to:

Liz McAloon, Executive Officer, Highways and Byways Ltd, Po Box 2075 Rangeview, VIC 3132 or [liz.mcaloon@highwaysandbywaysltd.org.au](mailto:liz.mcaloon@highwaysandbywaysltd.org.au) no later than 5.00pm on Friday 5th November 2021.